

# GUIDELINES

## MAYOR'S COMMUNITY ASSISTANCE GRANT

# TOWNSVILLE CITY

## GRANTS & PARTNERSHIPS



The Mayor's Community Assistance Fund enables the Mayor to respond to requests for financial assistance from local community organisations. A small amount of funding is available for community organisations to undertake an activity that serves a community purpose and in doing so supports one or more of council's corporate goals.

Applicants must be able to align their initiative to one (1) of the four (4) below Program aims:

- Encourage Townsville residents to engage in and provide for the Townsville community.
- Support local fundraising causes including events, activities and initiatives.
- Provide support for Townsville based charitable institutions and not-for-profit community organisations.
- Recognise the achievements of community members through donations, prizes and awards.

To determine if you are eligible for a grant or partnership please read the below information. Please note that satisfaction of the eligibility and application criteria does not mean that your application will be approved.

<b>Who can apply:</b>	<p>Applicants must meet all of the below to be considered for funding:</p> <ul style="list-style-type: none"> <li>• An applicant must be an incorporated organisation, or, be auspiced by such an organisation.</li> <li>• Applicants must be based within the Townsville Local Government Area (LGA).</li> <li>• All initiatives for which funding is sought must be conducted within the LGA and/or be of benefit to the Townsville community.</li> <li>• Applicants must have successfully acquitted any previous Townsville City Council grants.</li> <li>• Applicants must be free of debt to the Townsville City Council.</li> <li>• Allow 2weeks processing time – your initiative can not commence within 2weeks of your submission date</li> </ul>
<b>Support Available:</b>	<ul style="list-style-type: none"> <li>• Grants are available up to the value of \$500 (excl. GST) per organisation;</li> <li>• Each applicant is eligible to receive one (1) grant per financial year per organisation;</li> </ul>
<b>Council Budget:</b>	<p>Please note there is a limit to the amount of funding available for these grants. Council has the ability to part fund, or not fund, initiatives depending on council budget allocation. The amount of funding available is limited by council's annual budget allocation. Once this amount is reached no further grants will be awarded until the next financial year.</p>
<b>Submitting your application</b>	<p>Applications must be completed online through the SmartyGrants portal, which can be accessed from <a href="#">council's website</a>, applicants will be required to provide details of your initiative, anticipated start and finish dates and the amount of funding that you are seeking.</p> <p>Your initiative start date must not be within 2 weeks of the date your application is submitted, any applications submitted within this period will be deemed ineligible.</p>
<b>Ineligible items</b>	<p>Items that will not be considered for funding under this grant program include:</p> <ul style="list-style-type: none"> <li>• Retrospective costs – including reimbursement of any costs already incurred from the initiative;</li> <li>• Top up funds are not permitted, where an additional amount of funds have already been approved;</li> <li>• Initiatives that are the responsibility of other government departments (unless funds are to be provided as part of joint or cooperative funding arrangements); and</li> <li>• Initiatives which support or oppose political or religious organisations, including projects that are considered to primarily deliver a religious or political message or campaign.</li> </ul>

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<b>Assessment Process:</b>	<p>All applications will be checked for eligibility then assessed by the Mayor and their associated office. They will be looking to ensure the request meets a community need and supports council's goals/Program Aims.</p>
<b>What happens next</b>	<p>You will be notified in writing of the outcome of your application two (2) weeks of the receipt of application.</p> <p>If your application is successful, you will need to provide a invoice/tax invoice or Statement by Supplier (if not registered for GST) to Council in order for payment to be made.</p> <p>Funds must be used for the purpose for which they were granted, as outlined in the Grant Funding Agreement letter.</p> <p>Any variations to approved grant initiatives must be submitted in writing to <a href="mailto:communitygrants@townsville.qld.gov.au">communitygrants@townsville.qld.gov.au</a> Once submitted, the variation will be assessed and the application will be notified of the outcome.</p> <p>You are required to acknowledge Council's contribution to your project in any visual collateral, marketing materials, and publications and on social media posts as set out in the grant notification letter under Accountabilities.</p> <p>Successful applicants have twelve months from the date of the grant notification letter to complete their project.</p> <p>Failure to comply with Council's accountability requirements may result in you being asked to pay back to Council the full amount of the money received.</p> <p>The outcome of all successful grant applications will be published online including the applicants name, the purpose of the funding and the amount of funding received.</p>
<b>Acquittal Requirements:</b>	<p>All successful applicants will be required to complete an Acquittal in SmartyGrants within 28 days of their initiative end date, unless otherwise agreed.</p> <p>Applicants will be required to submit receipts or other evidence of money spent and photographs of the event.</p>
<b>Further information</b>	<p>If you require any further information, please contact Council's Grant Team using the below details:</p> <p><b><u>Townsville City Council</u></b>          Phone: 13 48 10          Email: <a href="mailto:communitygrants@townsville.qld.gov.au">communitygrants@townsville.qld.gov.au</a></p>